

City of Kirkland

APPLICATION FOR BUSINESS LICENSE

City of Kirkland
Customer Accounts/Licensing
123 5th Avenue
Kirkland, WA 98033-6189

Phone 425.587.3140
www.kirklandwa.gov
license@kirklandwa.gov
Fax 425.587.3110



INSTRUCTIONS:

Items 1-27 must be completed, or application will not be accepted.

Please print or type.

Application must be signed.

If form is not fully completed, a delay in processing the application will occur.

License Fee:

- Please refer to the Business License Application Fee Worksheet for fee calculations.
- Return Application. Payment Accepted: Check, Cash, Visa or Mastercard

FOR OFFICE USE ONLY:

4313 _____

4314 _____

4312 _____

Check # _____

Receipt # _____

1. Business Organization: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLP ☐ LLC

2. _____
Legal Entity DBA (Doing Business As) Business Phone

3. _____
Business Address (Site Address of Business)

4. _____
Mailing Address (if different from business address)

5. _____ 6 _____
Opening Date of Business at this location Unified Business Identifier Number (UBI)

6. Are you a utility company? ☐ Yes ☐ No Specify type _____

7. List names of owners partners, or officers: (ONLY LIST 3)

	(1)	(2)	(3)
Name:	_____	_____	_____
Address:	_____	_____	_____
City/State/Zip:	_____	_____	_____
Home Phone:	_____	_____	_____

8. Emergency Notification (must list two local contacts):

	(1)	(2)
Name:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Home Phone:	_____	_____

9. Property Owner(s)/Leasing Agent

(1)

(2)

Name: _____
Address: _____
City/State/Aip: _____
Home Phone: _____

10. Specifically describe your business activity: _____

11. Is this business a change of ownership, location change, entity change (within the City of Kirkland), or business activity change?

☐ Yes ☐ No If yes, please indicate: _____

12. Is there a Change of Use occurring on the property e.g. retail to restaurant? If yes, did you check with

- Planning Department for allowed use, signage or parking (425.587-3225) ☐ Yes ☐ No
- Fire and Building Department for Fire and Building Codes (425.587-3600) ☐ Yes ☐ No

13. Is this business conducted in a residence?

☐ Yes ☐ No If yes, you must submit a Home Occupation Agreement in addition to this form.

14. Occupancy Type:

☐ Apartment Building / Condo ☐ Office Building ☐ Single Family / Duplex ☐ Church
☐ Hospital / Nursing Home ☐ Retail ☐ Warehouse
☐ Hotel / Motel ☐ School ☐ Other (Please Specify) _____

15. Number of square feet (gross) of floor space / business activity uses: _____

16. Number of workers at this location including owner / manager: _____

17. Type of Business:

☐ Business/Prof. Office ☐ Restaurant ☐ Wholesale ☐ Religious
☐ Manufacturing ☐ Retail ☐ Government ☐ Utility
☐ Medical / Dental Services ☐ Service ☐ Social/Service Org. ☐ Other(Specify) _____

18. Is this a non-profit organization? ☐ Yes ☐ No

If yes, please provide a copy of IRS 501(c)(3) Federal Tax Exemption Certificate.

19. Will any type of live music be conducted at business? ☐ Yes ☐ No

20. Will any admission fees or cover charge be charged? ☐ Yes ☐ No

21. Do you store flammable or hazardous materials? ☐ Yes ☐ No

If yes, please attach a list of type and quantity.

22. Do you or will you have a security alarm(s)? ☐ Yes ☐ No

23. Has your security alarm system been registered with the City? ☐ Yes ☐ No

If no, you must contact the False Alarm Managing employee at 4.25.587.3142 to obtain an Alarm Register Application.

24. Will waste material (other than restrooms) be discharged into the sewer? ☐ Yes ☐ No

If yes, indicate type:

☐ Cooling Water ☐ Grease ☐ Wash Down or Floor Cleaning
☐ Food Waste ☐ Product Waste ☐ Other (Please Specify) _____

25. Will you have any sanitary sewer connections from your production area (other than restrooms)?

☐ Yes ☐ No

If yes, indicate type:

☐ Catch Basins ☐ Floor Drains ☐ Sinks ☐ Sumps
☐ Other (Please specify) _____

26. Are you the first tenant at this location? ☐ Yes ☐ No

If no, name of previous business at this location: _____

27. Is this business license application for a Home Daycare? ☐ Yes ☐ No

If yes, please indicate the following:

DSHS License / Certification No.: _____ Expiration Date: _____

Maximum Number of children authorized by DSHS: _____

Actual number of children enrolled: _____

BUSINESS OWNER MUST ENSURE COMPLIANCE WITH ALL LAWS:

Do not engage in business practices until you receive an approved license. When the City issues a business license, the City is not representing that the business is in compliance with all local, state and federal laws.

DECLARATION:

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant's Signature: _____ *Title:* _____ *Date:* _____

Print Name: _____ *email address:* _____

Business License Application Fee Worksheet

Registration

You may be eligible to pay a registration fee of \$50 in lieu of a business license fee under the following circumstances. Businesses without a full year history must estimate their gross receipts for the first 12 months of business.

1. Are the annual gross receipts of your business less than \$12,000? ☐ Yes ☐ No \$ _____

If yes, STOP HERE. Your registration fee is \$50.

Exemptions:

You may be eligible to register a business license application under this chapter and be exempt from any fees.

1. Are you a qualified **governmental or religious organization**? ☐ Yes ☐ No

If you engage exclusively in religious activities or governmental functions, or if any of your activities go beyond core religious functions, or if any of your activities go beyond core governmental functions, then skip down to the regular business license section. You will pay a base fee and follow special instructions for calculating the Revenue Generating Regulatory License.

2. Are you a **civic group, service club, or social organization**? ☐ Yes ☐ No

that is not engaged in any profession, trade, calling, or occupation, but is organized to provide civic, service, or social activities in the city.

3. Are you a **non-profit organization exempt from Federal Income Tax**? ☐ Yes ☐ No
(a copy of the 501(c)(30 is required)

If you answered yes to questions 1 - 3, STOP HERE. Your registration fee is \$0. Registration of business and annual updated information required. All other businesses proceed to next page.

If you do not qualify for an exemption or registration fee, the base fee and RGRL will apply as calculated below.

Base Fee: All businesses operating in Kirkland exceeding \$12,000.00 are subject to a **base fee of \$100.**

Revenue Generating Regulatory License Fee Calculation = FTE x \$100.00

How many employees (or Full Time Equivalents), including officer / owner / manager, are employed at this location? If you have part-time employees, the FTE calculation worksheet as shown at the bottom of this page must be completed to substantiate your FTE calculation.

Add the RGRL amount and the base fee. This total amount is your business license tax fee.

Number of FTEs_____ x \$100 = \$_____

Plus: BaseFee = \$ \$100.00

Total Fee = \$_____

Minimum payment \$200.00. Must claim 1 employee.

Definitions:

Qualified Nonprofit Organization - Certain organizations exempt from Federal Income Tax: An organization that files with the City a copy of its current IRS 501(c)(3) exemption certificate issued by the Internal Revenue Service.

Government Organization - A governmental entity that engages solely in the exercise of governmental functions. Activities which are not exclusively governmental, such as some of the activities of a hospital or medical clinic, are not exempt under this chapter.

Religious Organization - A nonprofit business operated exclusively for a religious purpose, upon furnishing proof of the Finance Director of its nonprofit status. For the purposes of this chapter, the activities that are not part of the core religious functions are not exempt.

Note for new Businesses - The Revenue Generating Regulatory License for a business that did not submit reports for each of the last 4 quarters to L & I shall be based on the estimated number of employees of that business. If, during the license year, the City determines that the actual number of employees is significantly different than estimated, then the amount of the Revenue Generating Regulatory License may be recalculated for the new business. If the revised Revenue Generating Regulatory License is higher, the business must pay the difference within 30 days after notification. If the Revenue Generating Regulatory License is lower, then the difference will be refunded within 30 days.

New Business Incentive

New Business in the City of Kirkland, with 10 or fewer employees, are now exempt from the per employee fee (Revenue Generating Regulatory License - RGRL) for their first year of business. They are only required to pay the basic fee and register all employees.

Full Time Equivalent Calculation Chart (estimate for new businesses)

Hours worked by persons who are defined as employees for Revenue Generating Regulatory License must be included in the calculation even if the business is not required to report to the Washington State Department of Labor and Industries (L&I) concerning such person.

Employee hours reported during the most recent four quarters: (include full-time & part-time employees,owners, officers and partners)

_____Quarter 1 + _____Quarter 2 + _____Quarter 3 + _____Quarter 4 = _____Total for four quarters

Divide by 1920

_____*

Minimum payment \$200.00. Must claim 1 employee.

* A fraction of .5 or over shall be rounded up

The City reserves the right to request verification of information provided on the application form and fee worksheet.